



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatje House, 222 Struben Street, Pretoria, 0002, South Africa
Tel.: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

Ref no : C-1102-05/08/2016
Enquiries : Mr M Tshitema
Tel : 012 357 4499
Fax : 012 323 5175
Email : Tshitema.M @dbe.gov.za

To: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
CC: HEADS OF PROVINCIAL CURRICULUM BRANCHES
PROVINCIAL LTSM MANAGERS
DISTRICT DIRECTORS AND LTSM OFFICIALS
SCHOOL PRINCIPALS

CIRCULAR S2 OF 2016

DELIVERY OF GRADES R-9 WORKBOOKS FOR THE 2017 SCHOOL YEAR

As stated in Circular S2 of 2016, the Department of Basic Education (DBE) is continuing to print and distribute workbooks to all public (ordinary and special) schools across the country for the 2017 school calendar year.

The following workbooks will be sent directly to schools:

- Grade R workbooks;
- Grades 1-6 Home Languages;
- Grades 1-3 Mathematics in LoLT;
- Grades 4-9 Mathematics in English and Afrikaans;
- Grades 1-6 First Additional Languages in English; and
- Grades 1-3 Life Skills in LoLT.

The delivery of Grades R as well Grades 1 to 9 volumes 1 and 2 workbooks for the 2017 academic year is planned to be executed as follows:

- 22 August to 22 September 2016: Eastern Cape, KwaZulu-Natal, Northern Cape, North West, and Western Cape Provinces;
- 23 September to 31 October 2016: Free State, Gauteng, Limpopo and Mpumalanga Provinces; and
- 25 October to 02 December 2016: Volume 2 Workbooks will be delivered to all public schools across the country.

The School Principal or delegated school official is expected to:

- open and check the Workbook consignment immediately on delivery;
- indicate the need for additional workbooks required due to a projected increase in learner enrolment on the proof of delivery note;
- sign and put the school stamp on the proof of delivery note and give a copy to the driver; and
- provide reasons in writing on the proof of delivery note, if the school stamp is not available.

All wrong language deliveries must be stated on the proof of delivery note and the stock must be returned with the delivery vehicle on the same day.

In the case that there is a need for additional workbooks, the Principal or delegated school official should report it by using one of the following platforms:

- Call Centre Number: 086 100 4357;
- Email: dbe@golesedi.com; or
- SMS: 39864

The information collected for additional workbooks will be shared with Learning Teaching and Support Material (LTSM) officials of Provincial Education Departments (PEDs) for remediation.

All requests for additional workbooks as a result of increased learner numbers, must be reported on or before 31 January 2017 for execution by each province before 28 February 2017. Reports for additional workbooks that will be received after the deadline will not be entertained.

Schools are advised to quote their EMIS number in all communications that are made with the DBE officials.

Kindly note that, while it is the DBE's commitment to ensure that the distribution of the 2016 workbooks is executed according to the signed off learner statistics received from provinces, it is also the responsibility of Provincial and District offices to ensure that correct statistics on learner numbers for all schools is submitted to the DBE to avoid a situation where learners are found to be without learning materials at the start of the 2017 school year.

The detailed delivery schedule will be forwarded to all provincial LTSM officials as soon as it is available, for them to share with district offices and schools. Curriculum advisors, together with LTSM officials at the Provincial and District offices, are requested to assist with the monitoring of delivery and check whether schools are reporting shortages. Proof of delivery (PODs) notes will be uploaded on the website: <http://www.schoolmaster.org.za/> for officials to verify delivery. The DBE will continue to provide provincial LTSM officials with weekly statistical reports on the delivery progress as received from the service provider contracted to do delivery of workbooks.

District Directors, Subject Advisors, Principals and Teachers are hereby informed that the utilisation of workbooks in everyday lessons is mandatory. District officials, Subject Advisors and school principals are requested to regularly monitor the utilisation of workbooks. Any school found not utilising workbooks will be required to provide a written report and will be held accountable for the fruitless expenditure.

Learners are to be afforded the opportunity to take workbooks home to complete tasks with assistance from parents or guardians.

You are kindly requested to bring Circular S2 of 2016 to the attention of all District Directors, Curriculum Specialists, Provincial LTSM Managers, and LTSM officials as well as School Principals.



MR HM MWELI

DIRECTOR GENERAL

DATE: 05/05/2016